

AKRON-SUMMIT COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR MEETING  
MARCH 28, 2019  
MAIN LIBRARY

President James Casey called the meeting of the Board of Trustees of the Akron-Summit County Public Library to order at 4:10 pm at Main Library. The following members of the board answered the roll call: Lolita Adair, James D. Casey, Jill Darlington, Bernie Rochford. Absent were John Frola, Jr., Bill Rich and Ray Weber. Present from Library staff were Pam Hickson-Stevenson, Michelle Scarpitti, Carrie Burrier, Andrea Cowgar, Carla Davis, Cheryl Engel, Stephanie Joliff, Pat Manning, Patty Marsh, Ryan McCoy, Lisa Peercy, Pam Plumley, Carl Roxbury, Val Sherman, and Barb White.

Mr. Casey asked for any changes or deletions to the agenda. Mr. Rochford moved, seconded by Mrs. Adair, to adopt the agenda. The roll call vote followed: Mrs. Adair, Mr. Casey, Mrs. Darlington, and Mr. Rochford all voted aye. The motion carried.

Mr. Rochford moved, seconded by Mrs. Adair, to adopt the minutes of the February 28, 2019 meeting with removal of two uses of the word “on” on page 5. Mrs. Adair, Mr. Casey, Mrs. Darlington, and Mr. Rochford all voted aye. The motion carried.

Mr. Casey thanked Pam Hickson-Stevenson for suggesting attendance at the OLC trustee workshop and attending with him on March 9 in Columbus. He felt it was a good, helpful investment of his time.

Michelle Scarpitti, Fiscal Officer, presented the Executive Summary and the financial reports for February 2019. She stated that the Library received part of the e-rate reimbursement due from last year and should receive additional funds of approximately \$2,000. A new fund has been set up: #215 – LSTA Grants that will be used for the mental health first aid training sessions. She answered questions regarding encumbered funds and the amount for snow removal due to the storm on MLK, Jr., weekend.

Mrs. Darlington moved, seconded by Mr. Rochford, to adopt the February 2019 financial report. The roll call vote followed: Mrs. Adair, Mr. Casey, Mrs. Darlington, and Mr. Rochford all voted aye. The motion carried.

Ms. Scarpitti presented the donor/gift list. There were \$5,599 in monetary donations and approximately three pages of material donations. The list also showed acknowledgment of in-kind donations to particular branches or divisions.

Mrs. Adair moved, seconded by Mrs. Darlington, acceptance of the donor/gift list with great appreciation. The roll call vote followed: Mrs. Adair, Mr. Casey, Mrs. Darlington, and Mr. Rochford all voted aye. The motion carried.

Ms. Scarpitti presented the investment reports for February 2019 and highlighted \$9,800.52 in interest earned with 70% of the interest going to the General Fund in February.

(The financial reports are appended to the minutes.]

Lisa Peercy, Human Resources Director, presented the Personnel Report for February 2019. Ms. Peercy stated there were no changes to the report since it was sent to the board members.

**AKRON-SUMMIT COUNTY PUBLIC LIBRARY**  
**Personnel Report – February 2019**

**RESIGNATIONS:**

| <u>Employee</u>      | <u>Classification</u>               | <u>Date</u> | <u>Agency</u>   |
|----------------------|-------------------------------------|-------------|-----------------|
| Chenault, Clayton D. | Bookmobile Driver                   | 03.15.19    | Mobile Services |
| Donohue, Jerri       | Substitute Public Service Assistant | 03.15.19    | Public Services |
| Galla, Dominic       | Student Assistant                   | 02.20.19    | Nordonia Hills  |
| Merzweiler, Nicole   | Substitute Public Service Assistant | 03.07.19    | Public Services |

**SELECTIONS:**

| <u>Employee</u> | <u>Classification</u> | <u>Date</u> | <u>Agency</u> |
|-----------------|-----------------------|-------------|---------------|
| Drozek, Stanley | APD                   | 03.06.19    | Security      |

**CHANGE OF STATUS: (Promotion)**

| <u>Employee</u>     | <u>Classification</u>   | <u>Date</u> | <u>Agency</u>             |
|---------------------|---|-------------|---------------------------|
| Krukemeyer, Abigail | Student Assistant<br>(1/1 \$8.55/hr)<br>Public Service Assistant II part-time<br>(7/1 \$13.93/hr) | 03.04.19    | Tallmadge<br>Maple Valley |

**RETIREMENT:**

| <u>Employee</u>     | <u>Classification</u> | <u>Date</u> | <u>Agency</u>           |
|---------------------|-----------------------|-------------|-------------------------|
| Ethington, Richelle | Adult Librarian       | 04.30.19    | Business and Government |

**RETIREMENT:**

Richelle Ethington

03/01/84 – 11/01/87 – Librarian II, Business, Labor, Government  
 11/02/87 – 09/30/14 – Librarian II, Business and Government, job-share  
 10/01/14 – 04/30/19 - Librarian II, Business and Government, full-time

**NUMBER OF STAFF MEMBERS**

|                            | <b><u>06.16.09</u></b> | <b><u>06.09.10</u></b> | <b><u>03.17.17</u></b> | <b><u>03.20.18</u></b> | <b><u>03.18.19</u></b> |
|----------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| Full-Time Staff:           | 291                    | 270                    | 259                    | 278                    | 273                    |
| Part-time/Job-Share Staff: | 68                     | 54                     | 48                     | 42                     | 50                     |
| Student Assistants:        | 86                     | 73                     | 81                     | 78                     | 73                     |
| Total number of Staff:     | 445                    | 397                    | 388                    | 392                    | 396                    |
| Full-Time Equivalents      | 339                    | 307                    | 296                    | 300                    | 308                    |

NOTE: These numbers cannot be compared from month to month for the following reason: the numbers may not reflect additions and deletions to the payroll system as the changes are made immediately prior to or after the date the personnel action is effective.

Mr. Rochford moved, seconded by Mrs. Darlington, adoption of the February 2019 Personnel Report with great appreciation to Mrs. Ethington for her years of service. The roll call vote followed: Mrs. Adair, Mr. Casey, Mrs. Darlington, and Mr. Rochford all voted aye. The motion carried.

19-34  
FEBRUARY 2019  
PERSONNEL REPORT

Ms. Hickson-Stevenson reported that Grow with Google arrived, set up, trained, consulted, tore down and left. The “Googlers” worked like a well-oiled machine and were very enthusiastic about their experience in Akron. It was an honor to have been one of three libraries in Ohio chosen for this event. Mrs. Darlington stated that she was glad to make it in for a session.

DIRECTOR’S REPORT  
GROW WITH GOOGLE

Ms. Hickson-Stevenson shared that the Library will be a Pathways Partner with the Akron Public Schools in their College and Career Academies. She thanked Carrie Burrier, Barb White and Sarah Deisler for their work on the project. The Library will start with the Early Childhood pathway and the Information Support and Services for students at North High School. The Library will provide one engagement opportunity per Academy per semester for students.

APS COLLEGE AND CAREER ACADEMIES

Ms. Hickson-Stevenson announced that she will be on vacation from March 31 until April 8. Mrs. Adair told her to relax and enjoy herself.

Mr. Rochford read the report of the March 19 Buildings and Grounds Committee Meeting.

**AKRON-SUMMIT COUNTY PUBLIC LIBRARY  
REPORT OF BUILDINGS & GROUNDS COMMITTEE MEETING  
NORTHWEST AKRON BRANCH LIBRARY  
MARCH 19, 2019**

BUILDINGS &  
GROUNDS  
COMMITTEE  
REPORT

*The Buildings and Grounds Committee met Tuesday, March 19, 2019 in the conference room of the Northwest Akron Branch Library.*

*Committee Chair Ray Weber called the meeting to order at 3:37 pm, with committee members Lolita Adair, Bernie Rochford and Jim Casey attending. Also attending were Pam Hickson-Stevenson, Carl Roxbury, and Michelle Scarpitti of the Library staff; and Brian Frantz of the Village of Richfield.*

*Mr. Rochford moved, seconded by Mrs. Adair, to adopt the agenda as presented. All committee members present voted aye.*

*At 3:39 pm Mr. Weber moved, seconded by Mrs. Adair, to go into executive session to discuss the purchase of public property. The roll call vote followed, and all committee members voted aye. At 4:32 pm, Mr. Weber declared the committee out of executive session.*

*Mr. Roxbury presented information on work proposed by Akron Energy. While Main Street is under construction, Akron Energy would like to run pipes from the street to Main Library. The Library then would be positioned to obtain heating and cooling services from Akron Energy. He explained that Main Library will*

*need to replace its chillers in the not-too-distant future, which will be a six-figure cost. That project also would involve removing section(s) of roof and/or wall. Having access to Akron Energy services could provide a cost-effective alternative. Committee members inquired about any cost to the Library for the work to bring pipes to the building. Mr. Roxbury indicated it would be low to no cost and that he would get a confirmation of that and a proposed written agreement. Committee members asked to be kept informed.*

*Ms. Hickson-Stevenson and Mr. Roxbury requested that the committee recommend to the board going to bid for parking lot repairs at the Green Branch Library. This project was included in the 2019 budget and will be completed before the end of the year. Mr. Rochford moved, seconded by Mrs. Adair, to recommend that the board approve seeking public bids for Green Branch Library parking lot repairs. The roll call vote followed, and all committee members voted aye. The motion passed. This comes as a recommendation to the board.*

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9-35

REPAIR OF GREEN  
PARKING LOT

The roll call vote followed. Mrs. Adair, Mr. Casey, Mrs. Darlington, Mr. Rochford all voted aye. The recommendation was approved.

*Mr. Roxbury described a necessary repair to the Fairlawn-Bath Branch Library HVAC system. He explained that a new air handler and pipe-cooling from above will replace duct work under the building. This project is part of a pre-approved contract so no public bid will be necessary.*

*Ms. Hickson-Stevenson reviewed a request to recommend approval of the disposal of property per a list presented to the committee members. Mr. Casey moved, seconded by Mr. Rochford, to recommend to the board approval of disposal of property. The roll call vote followed, and all committee members voted aye. The motion passed. This comes as a recommendation to the board.*

19-36

DISPOSAL OF  
SURPLUS PROPERTY

The roll call vote followed. Mrs. Adair, Mr. Casey, Mrs. Darlington, Mr. Rochford all voted aye. The recommendation was approved

*Mr. Weber adjourned the meeting at 5:01 pm.*

*Pam Hickson-Stevenson, Director*

Ms. Hickson-Stevenson read the minutes from the Finance Meeting that was held immediately before the board meeting.

**AKRON-SUMMIT COUNTY PUBLIC LIBRARY  
REPORT OF FINANCE COMMITTEE MEETING  
NORTHWEST AKRON BRANCH LIBRARY  
MARCH 28, 2019**

*The Finance Committee met Thursday, March 28, 2019 in the board room of Main Library.*

*The committee was called to order by Jim Casey at 3:45 pm, with committee member Jill Darlington and board members Lolita Adair and Bernie Rochford*

*present. Also attending were Pam Hickson-Stevenson, Michelle Scarpitti, and Barb White of the Library staff.*

*Mrs. Darlington moved to adopt the agenda as presented. All committee members present voted aye.*

*Ms. Scarpitti and Ms. Hickson-Stevenson then presented the proposed 2019 Permanent Appropriations. Ms. Scarpitti explained the 2019 Permanent Appropriation document and the finer points of funds and accounts. She reported that the library received an amended certificate of estimated resources from Summit County that included additional projected revenue. She also reviewed special revenue funds and other special funds. Mrs. Darlington moved to recommend the 2019 Permanent Appropriations as presented. All committee members voted aye, and this comes as a recommendation to the board.*

The roll call vote followed. Mrs. Adair, Mr. Casey, Mrs. Darlington, Mr. Rochford all voted aye. The recommendation was approved.

19-37  
PERMANENT  
APPROPRIATIONS

*Mr. Casey declared the committee adjourned at 4:09 pm.*

There were no further reports from the board committees.

Ms. Davis announced a few major events that are happening at Main Library. Arizona State University Professor and Akron native, Joe Fortunato, is presenting the Fortunato Film School. He gives commentaries during showings of various films. In April the program will feature *The Graduate*, and in June the film will be *Jaws*. She also shared information about Jazz at Main featuring Joe Augustine, a Steinway Artist, and his trio. Performances have been scheduled for April 7, May 4, and June 23.

ADMINISTRATIVE  
TEAM

There were no other reports from the administration team.

There was no public participation.

The meeting adjourned at 5:12 pm.

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President

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Secretary